

memorandum

DATE: March 23, 2006

REPLY TO

ATTN OF: AD-442:Aytes

SUBJECT: **MIDYEAR PERFORMANCE PROGRESS REVIEW SCHEDULE FOR ALL NON-SES EMPLOYEES**

TO: All ORO Employees

The 2006 performance rating cycle for non-SES employees officially runs October 1, 2005 through September 30, 2006. Employees are to receive a progress review at approximately the midpoint of the rating cycle each year. This midpoint will end March 31, 2006. In accordance with Department of Energy (DOE), Headquarters requirements, a progress review must be conducted and documented. The progress review is to be conducted for each employee not later than **April 21, 2006**. We realize that non-supervisory and non-managerial employees were just recently placed on the new Departmental multi-level performance appraisal system and have only been on the new plans since January. However, in order to integrate all employees to the correct appraisal cycle, all employees should receive a progress review regardless of the length of time they have been in the organization or the date of their performance appraisal plan.

Subjects to be Discussed. Rating Officials are to discuss the appropriateness of the elements and standards, make any changes warranted in individual appraisal plans, inform each employee of performance expectations, provide a general performance assessment, and give the employee an opportunity to provide feedback or to raise concerns. (This in itself is not a rating.) Rating Officials should also clarify roles and responsibilities to ensure that all employees understand their role in achieving the DOE mission. If an employee's performance is indicating deficiencies in meeting expectations described in any performance sub-element, the Rating Official will discuss these with the employee, and together they will develop actions to correct the deficiencies. A formal opportunity period and a performance improvement plan (PIP) must be established if an employee's performance is determined to be deficient to the extent that it consistently fails to meet expectations. Rating Officials who have identified a need to establish a PIP are to consult their Human Resources Specialist for additional information.


Documentation. Progress reviews should be documented on the appropriate form.

For Managers and Supervisors, use the DOE Managerial/ Supervisory Performance Appraisal Form – Progress Review found in Attachment 3 of ORO O 330, Chapter IV. A copy of this form may also be accessed at the Human Resources Division web site at:
<http://www.oro.doe.gov/pmab/Forms/Forms.htm> .

For Non-Supervisory Employees, use Part II of the U.S. Department of Energy, Non-Supervisory Employee Performance Plan and Appraisal Form. A copy of this form may also be accessed at the Human Resources Division web site at
<http://www.oro.doe.gov/pmab/Forms/PMS%20Form%20w%20Attributes.doc> .

Each employee should receive a copy of his/her progress review documentation. The original certification is to be submitted to your Human Resources Specialist not later than **April 26, 2006**, for inclusion in the employee's official performance file.

Questions should be directed to your Human Resources Specialist.



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